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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 16 July 1953

FROM : Acting Chief, Procurement Division

SUBJECT: Weekly Activity Report

1. GENERAL:

a. at (continued item):

25X1A6A

(1) There is no change with reference to the insurance claim.

(2) A memorandum was received from the EE/ stating that an inspection was made of the and all necessary precautions had been taken by our broker to maintain in an operating condition so that it could be moved upon a moments notice with a minimum of effort.

25X1

25X1C15A

2. PROJECTS:

25X1C9C

25X1

3. OTHER ITEMS OF INTEREST:

25X1C15A

b. Status of Requisitions:

(1) Pertinent information concerning the Contract and Purchase Order Branches is attached.

(2) Status of requisitions for this Division:

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	Special Purchase	Military Purchase	Contract Branch	Pur. Order Branch	Total
Brought Fwd.	19	8	41	152	220
Received	27	21	13	243	304
Completed	26	14	6	200	246
Pending	20	15	48	195	278

4. SPECIAL PROBLEMS:

a. Vacancies in T/O (continued item); No vacancy was filled this week.

5. MAJOR OBJECTIVES:

a. Objectives for Calendar Year 1953 (continued item):

25X1

II. Indoctrination of Procurement Personnel with Procurement Practices of Other Government Agencies

100%

III. Development and Implementation of Procedures for Procurement through GSA

[Redacted]

100%
50%

25X1

IV.

[Redacted]

*60%

V. Program for Educating Other Offices of the Agency in Correct Requisitioning Practices

10%

VI.

[Redacted]

30%

VII. Promulgate Procurement Policy

A. Procurement Division Procedural Manual

100%

B. Agency Regulations

50%

*Activity on this item is suspended since the Staff Study establishing this office was returned without approval and therefore no funds are available.

[Redacted]

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